



## Treasurer of the Parent Standing Committee Application Form

Thank you for your interest in serving as the treasurer on the parent standing committee for Classical Preparatory School! Use this form to provide useful information about yourself, to ensure the best match between you and the CPS PSC.

Your name: \_\_\_\_\_ Cell number: \_\_\_\_\_

Your email address (please write it carefully):

\_\_\_\_\_

Briefly describe why you would like to serve as treasurer of the CPS PSC:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Your current organizational affiliations (names of the organization and your role(s):

\_\_\_\_\_  
\_\_\_\_\_

Which of your skills would you like to utilize on the Board? Check those that apply:

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Board development  | <input type="checkbox"/> Financial management | <input type="checkbox"/> Marketing            |
| <input type="checkbox"/> Strategic planning | <input type="checkbox"/> Fundraising          | <input type="checkbox"/> Volunteer management |
| <input type="checkbox"/> Staffing / HR      | <input type="checkbox"/> Program development  | <input type="checkbox"/> Community networking |

Other skill(s) of yours that you would like to utilize? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

If you are not selected as a member of the Board, or if you decide not to join, would you like to be a volunteer to assist our organization in various ways that match your skills and interests?

- ☐ Yes ☐ No ☐ Perhaps



### **PSC Treasurer Job Description**

The Parent Standing Committee works with the board to support the education of scholars through supporting teachers, building a sense of community through family events, and maintaining a service-oriented approach to all school interactions and activities. The Treasurer shall be responsible for and have custody of all funds, make disbursements as properly authorized, be present at PSC events where money will be collected and if not available coordinate to ensure an executive board member is present, assure that PSC policies and best practices are followed with regards to funds, and prepare financial reports monthly and as needed. The Treasurer will work in a friendly and supportive way to welcome and encourage volunteers.

#### **Responsibilities:**

- Assist the President
- Perform the duties of the President if the President is absent or unable to serve
- Participate in executive board meetings and provide input for decisions
- Oversee fundraising selection, planning and evaluation
- Oversee committees, train committee chair people, and act as a liaison between committee chair people and the executive board
- Participate in voting of PSC expenditures over \$50
- Other duties as needed

#### **Typical Annual Tasks:**

- Work with President to finalize PSC fundraising calendar
- Work with executive board to determine yearly budgets for each committee/fundraising event
- Familiarize yourself with the PSC bylaws

#### **Characteristics:**

- Desire to serve Classical Prep, the PSC and ultimately the students
- Understanding of Classical Prep's mission
- Be an ambassador for the PSC and the school
- Willingness to delegate tasks
- Good listening skills
- Effective communication skills
- Good organizational skills
- Good time management/execution skills

#### **Typical Monthly Tasks:**

- Participate in executive board meetings
- Participate in PSC meetings
- Post all transactions to monthly ledger and parent committee monthly report
- Reconcile checkbook
- Make deposits in a timely manner, as needed
- Save and fill all receipts, invoices, and reimbursements by month